

Getting started with the Bronze Duke of Edinburgh's Award at Test Valley School

June 2015

Dear Parent

Your son/daughter has expressed an interest in taking part in the Test Valley School Duke of Edinburgh's Award Scheme. The scheme formally starts in Year 10, but membership is organised at the end of Year 9 to allow time for the registration of new members.

At Bronze Level the award has four sections: Volunteering, Skill, Physical and Expedition. The expedition section is managed by the school, but the other sections are the responsibility of the pupil to sort out. Examples of what pupils can do for each section are available on the school MOODLE site to which all pupils have access.

Membership costs £73 per pupil: this includes their school and national subscriptions, training for expeditions and for the actual expeditions themselves. For the expedition section, pupils will require their own 65 litre rucksack, walking boots and socks, sleeping bag, full waterproofs and roll mat. Team equipment such as tent, cooking stoves, gas, compass, first aid kit, etc is all supplied by the school.

Places are restricted and offered on a first come, first served basis. Additional applicants can be placed on a waiting list. To register your interest please complete the registration form attached and return it to Pupil Services with a £73 payment by cheque made payable to 'Test Valley School'. Alternatively you can pay by the e-payment system; just tick the box on the reply slip, but please do not make a payment via this method until it has been confirmed that your child has secured a place. Should you have any concerns about paying this sum in full at this stage please contact me at school to discuss this as soon as possible.

Participation in all programme training dates for the Expedition Section of the Award is essential in order to complete this section, and I would ask that you make a note of the programme dates in order to ensure that participation is possible.

Keeping track of the award is now electronic and pupils will need to be willing to upload their progress in all four sections onto the D of E website, using a personal login given to them once they are underway with each section. Parental encouragement is also very helpful to ensure that the award is completed.

HEADTEACHER • MISS L HISCOCK B.ED (HONS)

Roman Road, Stockbridge, Hampshire SO20 6HA Tel 01264 810555 — Fax 01264 810173

Email: adminoffice@testvalley.hants.sch.uk — Website: www.testvalley.hants.sch.uk

Further information for parents about the award scheme can be found on 'DofE.org' or the school's Moodle site, under 'Extra Curricular'. Moodle is also used to keep parents and pupils updated with copies of letters, maps and general information. We will also be holding a Parents' Information Evening early in the autumn term.

If you require further information please do not hesitate to contact me.

Kind regards



Mr. S Langdown
D of E Coordinator

D OF E REPLY SLIP – Please return to Pupil Services

I wish my childT/G.....
to take part in the D of E as described in the letter.

- I enclose a cheque for £73.00 made payable to 'Test Valley School'
- I enclose £73.00 in cash
- I wish to pay via the e payment method.
- My child is registered for Pupil Premium and I would like to apply for a contribution towards the cost of this activity.
- I enclose the completed Participant Enrolment Form and Code of Conduct (Residential)

Signed Date.....

Please print name.....



For Operating Authority use only:	
Participant Fee received	Yes <input type="checkbox"/> No <input type="checkbox"/>
CHEQUE	<input type="checkbox"/>
INVOICE	<input type="checkbox"/>

Participant Enrolment Form

Please print clearly in **CAPITALS** or type details in. You must complete all the questions.

Personal details

DofE group: Bronze 15/16		DofE Centre: Test Valley School	
Title:* : Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other		Address 1:	
First name:*		Address 2:	
Middle name:*		Address 3:	
Last name:*		Town/City:	
Primary Language:*		County:	
Email:*		Postcode:	
Date of Birth:*		Telephone no (home):	
Age:		Telephone no (mobile):	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Enrolment level:*	Bronze X	

Consent to enrol from parent or guardian (if applicant is under 18 years old).

	Print Name	Signature	Date
Parent/guardian:			/ /
I agree to enrol as a participant on a DofE programme. You will be doing your programme using our online eDofE system. This system has a set of terms and conditions that you must agree to. These will be available when you access eDofE.			
Applicant:			/ /

Data supplied on this form and information about DofE activities recorded in eDofE will be used by the DofE Charity, the participant's Operating Authority and DofE centre to monitor and manage DofE participation and progress. All contact from the DofE Charity using personal data will communicate useful and relevant information to either help participants complete a DofE programme, Leaders/OAs to run DofE programmes more effectively or help the DofE Charity improve the quality and breadth of its programmes. All contact will be via the eDofE messaging system. Participants can choose to receive this information to an external email account or by post using the *personal preferences* section in eDofE. These preferences can be updated at any time.

Given the scope and breadth of DofE programmes, participants may undertake activities that are not directly managed or organised by their centre or Operating Authority. In such cases, parents and guardians of those under 18 are informed that it is their responsibility to ensure the activity is appropriately managed and insured.

For Operating Authority administration only

DATE ARRIVED IN COUNTY DofE OFFICE (RBI DATE)

**TEST VALLEY SCHOOL
DETAILED CODE OF CONDUCT FOR SCHOOL TRIPS
(RESIDENTIAL VISITS)**

1) General:

Irrespective of the destination or duration of the visit, pupils will not only be representing The Test Valley School but also Hampshire and Great Britain It will therefore be expected that pupils will behave in an exemplary fashion at all times, as the whole party will be judged by the actions of individuals.

This document has been prepared in such a way as to cover all types of activity held outside of the school and therefore by its very nature, not all sections below may apply to the activity in question. Further, other unexpected situations may arise that are not covered in the text of this document and it is therefore stressed that any decisions taken by the Party Leader in respect of pupil behaviour, will be final and binding.

2) Behavioural Requirements and Responsibilities:

- Instructions given by teachers and any support staff must be obeyed without delay, at all times.
- Punctuality is essential – watches/phones must be checked regularly and all meeting times adhered to.
- Pupils may not go anywhere alone. The minimum requirement is that unsupervised pupils must be in a group of three and an adult must always know in advance where the group will be.
- Personal music players may be used with headphones only with staff permission and the volume level must be kept low so as not to disturb others.
- The property of others must be respected at all times.
- Coaches/minibuses are at all times to be kept tidy, free of litter, chewing gum and other substances which may cause damage.
- The instructions and requirements of the Coach Company and its Driver are to be respected, likewise that of any other transport operator. Seatbelts are to be worn at all times.
- No pupil may leave any site unless accompanied by an appropriate adult.
- Hotels or other residential properties must be kept tidy, free of litter, chewing gum and other substances which may cause damage.
- Pupils are to respect the needs of other visitors.
- Bedrooms are out of bounds to members of the opposite sex at all times. No exceptions to this will be tolerated.
- Bedtimes will be strictly adhered to with no noise after lights out.
- All voluntary damage is to be reported to a member of staff immediately.
- Pupils are to be aware of the needs of other pupils, and to be supportive of each other.
- Pupils may not purchase or otherwise have in their possession fireworks (bangers), flick-knives, laser pens, bb guns, lighters, matches, inappropriate literature or any other such item.
- Pupils may not smoke or otherwise have in their possession any tobacco product, consume or possess any kind of alcoholic drink, or use or have in their possession any kind of illegal substance.

- Misuse of any kind of chemical substance, whether legal or not is not permitted. In the case of medication, permission will be granted by prearrangement.
- Any pupil whose behaviour is considered not acceptable, prior to the trip, can be withdrawn at the discretion of the school.

3) Sanctions:

Any pupil who is found or considered to have broken any of these rules or who has behaved in any other unacceptable manner will be subject to one or more of the following sanctions:

- i) Loss of privilege for a period of time during the trip.
- ii) Isolation/ close supervision for a period of time during the trip.
- iii) Isolation from other pupils for the duration of the trip.
- iv) Immediate repatriation.
- v) Temporary or permanent ban from future school visits, including educational visits.

4) Agreement:

Parents should be fully aware that when signing the attached form of agreement, which will in all cases be binding on them, any cost/s for any damage caused by their child and borne on their behalf by Test Valley School, shall be reclaimed in full from them by Test Valley School immediately the trip or visit ends.

Furthermore, should any pupil be considered to have misbehaved sufficiently, that in the view of the Party Leader, the only suitable punishment is immediate repatriation, the cost/s of such repatriation shall be borne entirely by the Parent/s concerned. For the avoidance of doubt in this matter, if the Party Leader requires that a pupil or pupils return home immediately, the respective parents must undertake immediately and without question to either make the necessary arrangements to collect their child, or in the case of foreign visits, the Test Valley School will make arrangements to fly the child to a suitable UK airport, from where the Parent/s must collect their child. In all such cases the pupil or pupils will be handed over to airport authorities for onward transportation to the UK, where airport authorities will hold the child until collection.

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TO BE RETURNED TO PUPIL SERVICES

Signature/s of Understanding

I/We have read and fully understand the contents of this Code of Conduct Document and agree to be fully bound by the terms and conditions laid down.

Name of the trip

Name of pupil..... Tutor Group.....

Pupil signature..... Date.....

Parent signature..... Date.....